



## **MEETING MINUTES**

### **Culture and Arts Commission September 21, 2017**

1. **CALL TO ORDER/ROLL CALL:** Chair **Pamela Gamble** called the meeting of the Culture and Arts Commission to order at 6:34 p.m. Commissioners present: Chair Pamela Gamble, Jeanne George, Bardi Rosman Koodrin, and Melodie Tobin. Commissioners Excused: Commissioner Carolyn Livengood and Pamela Madden. Staff: Kerry Burns, Tim Wallace and Ludmer Aker.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Melodie Tobin led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **APPROVAL OF MINUTES:** **MSC Tobin/Rosman Koodrin** to approve the minutes of the July 20, 2017 Culture and Arts Commission meeting. Approved unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **CONDUCT OF BUSINESS:**
  - a. Marketing Plan for Shakespeare-in-the-Park – Staff provided the Commission the draft flyer for this year's Shakespeare-in-the-Park performance on October 22, 2017. Commissioner Tobin suggested putting up a sign at the last concert during Concerts at the Rotary Pavilion. Chair Gamble added that she would like the flyer distributed to all the elementary and middle schools. Chair Gamble also suggested Capuchino High School. Commissioner Tobin said she would contact The Patch to let them know. Director Burns said she would have it put on the marquee on El Camino and an e-blast on all our available social networks.
  - b. Speaker Invitation – **MSC Rosman Koodrin/Tobin** to invite Redwood City Parks and Arts Foundation Board Member, Beth Mostovoy, to attend the Commission's October meeting to provide an overview of projects and ideas from Redwood City. Approved unanimously.
  - c. Input from Commissioners on content of 2016/17 Annual Report to City Council- **MSC Gamble/Rosman Koodrin** to continue Item 7C to the Commission's October meeting. Approved unanimously.
  - d. Response to Request for Proposal for Traffic Signal Controller Boxes Art Project- Superintendent Wallace told the Commission they only received three applicants

for the Traffic Signal Controller Boxes Art Project. The Commission reviewed the three applicants and **MSC Rosman Koodrin/Gamble** to modify the Request for Proposals for Traffic Signal Controller Boxes Art Project and ask artists to submit in color and reissue the Request for Proposals and that they reject the second and third artist and ask the first artist to resubmit her work in color. Approved unanimously. Director Burns said that staff would reissue the RFP and come back to the Commission in January with the entries.

**8. UNFINISHED BUSINESS:**

- a. Discussion of Word Art Project – Commissioner Tobin suggested that the Commission take a look at an artist named, Matthew Hoffman, for examples of word art. The Commission discussed locations for the word art and the possibility of having San Bruno schools involved with the word art in the form of a competition. Director Burns said that she will discuss the idea with the new Superintendent whether the district was interested in hosting the project at one or more school sites.

**9. ITEMS FROM STAFF:** None.

- 10. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Commissioner Tobin asked staff to follow up on the artist plaque for the “San Bruno Reflections Sculpture” in City Park and the placement of the backpack on the “Imagination” sculpture at the Library. Director Burns responded that she would follow up with staff and let the Commission know when the work was completed. The Commission also wanted to send well wishes to Carolyn Livengood and Commissioner George volunteered to send her a gift on behalf of the Commission.

- 11. ADJOURNMENT:** With no other business to be conducted, **Chair Gamble** adjourned the meeting at 7:26 p.m.

Respectfully Submitted,

Ludmer Aker  
Executive Assistant  
City of San Bruno